INFORMATION SYSTEMS AUDITOR-SENIOR
(Office of the Comptroller)

THE PURPOSE: The Information Systems Auditor-Senior conducts audits of City departments, boards, commissions, and programs, specifically evaluating computer centers, computer operating systems, local and wide area networks, mainframe and microcomputer software applications, and system development projects, as well as performing post-implementation reviews. The person in this position assesses system security, controls, and performance in order to make recommendations for improvement, determine whether they are sufficient to protect City assets, and ascertain whether information is processed in a complete, accurate, authorized, consistent, and timely manner. Auditing information systems is critical to the City's internal financial and management control.

The City's Computing Environment
The City utilizes PeopleSoft in an offsite Hosted environment. The City owns and maintains its own WAN. This Wan connects 5000+ City workstations with several City Data Centers. The primary data centers are: ITMD, Police, Fire, DPW, Health, Municipal Court and Water departments. These data centers deploy servers ranging from a Z series mainframe to Intel 32 and 64 bit servers. The servers are deployed on Windows Server, Linux and Unix based operating systems. The servers run applications such as email, geographic information systems, water billing, legislative tracking, municipal court violations, Police/Fire dispatching, and records management.

ESSENTIAL FUNCTIONS:
- Develops audit programs, executes audit procedures, documents audit results in working papers, performs project administration activities, writes audit reports and other correspondence, and participates in audit meetings.
- Audits general system controls, including system planning, system development and maintenance, computer operations, physical security, data security, disaster recovery, and computer operating systems.
- Audits financial and operational system applications and related controls.
- Audits local area networks and related controls.
- Participates in system development projects, including reviewing planned general and application controls.
- Assists in other financial and operational audits and projects.
- Conducts post-implementation reviews of completed system development projects.
- Stays abreast of information systems technology and trends by attending training, reading publications, and monitoring industry Websites.
- Leads audit teams and performs other duties as assigned.

MINIMUM REQUIREMENTS:
1. Bachelor's Degree with a major in accounting, computer science, or related field from an accredited college or university.
   *NOTE: Copies of transcripts should be submitted with application **-OR-** sent to the City of Milwaukee, Department of Employee Relations, ATTN: Marti Cargile, Human Resources Representative, 200 E Wells St, Rm 706, Milwaukee, WI 53202. (Student copies are acceptable.)*
2. Three years of professional experience in information systems auditing performing duties related to this position.
3. Residence in the City of Milwaukee within six months of appointment and throughout employment.

DESIRED QUALIFICATIONS:
- Certification as a Certified Information Systems Auditor (CISA).
- Certification as a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA).

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:
- Knowledge of information technology, including design characteristics, control features, programming and auditing procedures to test system controls, integrity, and reliability.
- Knowledge of current professional standards in accounting and auditing.
- Knowledge of standard software applications such as word processing, spreadsheet, and reporting software, as well as a broad understanding of specialized applications such as geographic information systems.
- Honesty and integrity.
- Ability to lead as well as follow through on initiatives.
- Strong math, analytical, and problem-solving skills, as well as ability to make sound decisions.
- Ability to communicate well, both orally and in writing.
- Interpersonal skills; ability to work effectively with all levels of employees, contractors and consultants, and elected officials.
- Ability to work independently with minimal supervision.
- Ability to prioritize, organize, and accomplish work.

THE CURRENT SALARY RANGE (SG009) IS: $60,809-$85,129 annually with excellent benefits. Recruitment is normally at the beginning of the range.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **March 19, 2010**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination.

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